

Weekly Report for Week Ending 19 March 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 38 actions requiring the printing of 516,700 copies or sets of blank forms. This represents an increase of 15 actions and a decrease of 295,600 copies compared to last week.

(2) Sixteen new and six revised forms were approved.

2. Assignments - Active

a. Eighteen new and nine revised forms are pending.

b. Four Employee Suggestions are pending.

c. Revision of Form No. 540, Travel Order (Project No. 860)

(1) Continuing discussions with Central Processing and Comptroller.

(2) Had another discussion with Mr. [REDACTED] re: possibility of machine application for certain types of travel data. 25X1A9a

(3) Continuing the preparation of check lists and statistical data for reference during the study.

d. PSD Survey is continuing with the design of one form submitted for printing.

25X1A9a (1) Had 3 hour discussion of forms of the PSD with Miss G. [REDACTED], Area Records Officer, OL.

25X1A6a (2) Progress in [REDACTED] forms has been halted due to backlog of NIS's at the [REDACTED] 25X1A6a

3. News

25X1A9a a. [REDACTED] is attending Basic Management.

[REDACTED] 25X1A9a